

**CLASS TITLE: CHIEF APPEALS OFFICER  
(MOTOR VEHICLES)**

**Class Code: 02527400**  
**Pay Grade: 26A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct hearings on appeals and to supervise and be responsible for the work of Appeal Officers engaged in conducting hearings on appeals from suspension, revocation, or cancellation of any motor vehicle operator's license, learner's permit, and/or registration, or on other issues as required; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior who lays down policies, practices, and procedures to be followed; work is subject to review and approval by such superior.

**SUPERVISION EXERCISED:** Plans, organizes, supervises, and reviews the work of Appeal Officers; exercises general supervision over clerical employees assigned to the Section.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assign, supervise, review, and be responsible for the work of Appeal Officers.

To conduct hearings on appeals; review cases involving Financial and Safety Responsibility and handle the more complex cases.

To grant or deny issuance and/or reinstatement of operator's license, learner's permit, and registration or to recommend such action to be taken by a superior.

To advise individuals to arrange for examinations by proper medical authorities in those cases of questionable physical or mental conditions that would reflect on the eligibility of a person to hold an operator's license.

To handle requests for information of a confidential or complex nature received from other agencies and the public.

To assign, supervise, and review the work of clerical employees engaged in scheduling hearings and performing other clerical tasks incident to the operation of the Hearing Section.

To be responsible for the training of Appeal Officers in methods and procedures set by the Department.

To handle all correspondence of the Appeal Division.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the laws of Rhode Island governing the operation of motor vehicles; the ability to conduct informal and formal hearings, evaluate data, and make objective decisions, and to prepare reports and recommendations thereon; the ability to organize, supervise, and review the work of Appeal Officers and clerical assistants; the capacity for dealing with the public with diplomacy and tact; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing; and

**Experience:** Such as may have been gained through: employment as a Hearing Officer, Motor Vehicle Investigator, Motor Vehicle Operator Examiner, or evaluator; or in a responsible position in Traffic Engineering, Insurance Adjustment, or in private or governmental investigatory or regulatory work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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